



690 Chesterfield Pkwy W • Chesterfield MO 63017-0760
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Grading Permit Information

What type of work requires a grading permit?

In accordance with City Code Section § 405.04.110, grading activity includes clearing, excavation, fill or any combination thereof.

When is a Grading Permit required?

The specific details of a project will be reviewed by City Staff to determine if a Grading Permit is required. In accordance with City Code, a Grading Permit is required when the total disturbed area resulting from grading activity is 5,000 square feet or greater in size. Grading Permit exceptions are included in City Code section § 405.04.110(B).

What are the pre-requisites for submitting Grading Plans for review?

In accordance with City Code section § 405.04.140(A)(9) a Site Development Plan, Site Development Concept Plan, or Site Development Section Plan approved by the Planning Commission or the Planning Department is required prior to issuance of a Grading Permit with one exception. Grading permits may be issued for development in Chesterfield Valley so long as the permit is strictly for the purpose of stockpiling or the surcharging of a future building pad.

What constitutes a complete Grading Permit application submittal?

A grading permit checklist can be found in Appendix I of the City's [Sediment and Erosion Control Manual](#). The checklist provides information on required submittals and general plan requirements. Grading plans can be a part of an Improvement Plan submittal or can be a separate submittal.

When does a Grading Permit Expire?

The permit expiration date will be provided on the Grading Permit. In general, Grading Permits expire after one year and can be extended with approval of the City and payment of additional yearly inspection fees.

When is a Grading Permit issued?

A Grading Permit will be issued after plans are approved, all inspection and surety fees are paid, applicable agreements are signed, other necessary City Permits are secured, applicable outside agency approval letters/permits are received, all proposed easements are recorded with St. Louis County Recorder of Deeds, and the deed book and page number are listed on the plan(s).

What are the fees associated with a Grading Permit?

Grading Permit inspection fees are charged in accordance with City Code section §405.09.030(A) and may be assessed hourly at \$65/hour or paid annually based on the development size. Annual inspection fees based on development size are summarized in the following table. Inspection fees are non-refundable.

Development Size	Annual Inspection Fee
1 acre or less	\$315
Over 1 acre	\$315 + \$125/acre over 1 acre

Note: Permit inspection fees for projects with public improvements are calculated differently and are based upon an Engineer’s Cost Estimate for the overall project development cost.

What are the required Sureties associated with a Grading Permit?

- A Performance Guarantee, consisting of a deposit and agreement, is required in accordance with City Code section § 405.04.110(E)(1). The agreement can be found on the City’s website at https://www.chesterfield.mo.us/webcontent/forms/Planning/Grading_Restoration_and_Tree_Preservation_Agreement.pdf?t=1635866530

The required deposit amount is delineated below. Deposits less than \$10,000 must be provided as cash or check. Deposits over \$10,000 may be cash, check, or an irrevocable letter of credit. Performance Guarantees are refundable once the project has been completed and vegetation has been reestablished at a density to prevent erosion.

Development Size	Surety Amount
<0.5 acres	\$1,875
0.5 – 2 acres	\$1,875 to \$6,250
2 – 5 acres	\$6,250 to \$12,500
5+ acres	\$12,500 + \$1,875/acre over first 5 acres

- A Tree Preservation Bond may be required to ensure existing trees as shown on the approved Tree Preservation Plan are preserved throughout the project. City Planning Staff will determine the necessary Tree Preservation Bond amount.
- A Downstream Impoundment Bond is required when a lake, pond, detention area or other impoundment could be impacted by the proposed work. The bond guarantees that the developer will perform work in such a manner to protect downstream facilities and will restore any damage or negative impact the grading activity had on the impoundment. Impacts on impoundments will be determined by comparing pre- and post-construction lake surveys. The required bond amount will be determined based on the proposed disturbed area. A signed and sealed pre-construction lake survey will be required prior to issuance of a Grading Permit.

- A Pavement Preservation Bond may be required if there is potential for significant adverse impacts to existing City streets due to the grading work proposed. This bond guarantees repair/replacement of damaged street pavement. The required bond amount will be determined based upon the area of pavement that will be impacted by the project and/or haul route.

What is the Natural Watercourse Protection requirement?

In accordance with City Code section § 405.04.110(M) no clearing, grading, excavation, construction, or disturbance of any kind is permitted within 50 feet of the top of bank of Bonhomme Creek, Caulks Creek, or Creve Coeur Creek or within 25 feet of the top of bank of all other natural watercourse depicted on the most current USGS Map for the City of Chesterfield.

What inspections are required after I received my permit?

Active grading projects shall have a Storm Water Pollution Prevention Plan (SWPPP) Special Inspector's Report submitted to the City on a weekly basis and after rain events of ¼" or greater. Special Inspector's Reports must be completed by a St. Louis County Land Disturbance Special Inspector. A list of St. Louis County Land Disturbance Special Inspectors can be found at <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/land-disturbance/>

In addition, City Engineering staff will perform regular SWPPP compliance inspections throughout a project until the project is completed and the site has been stabilized with vegetation at a density to prevent erosion.

When is a Grading Permit closed and Grading Surety released?

When site work is complete and the site has been stabilized with vegetation at a density to prevent erosion, the Contractor shall request a final inspection from the City Inspector. If the Inspector determines that the site is adequately vegetated, and there are no other outstanding deficiencies, the Inspector will recommend the permit to be closed and the Grading Surety to be refunded.



TO: Department of Public Works
 City of Chesterfield
 690 Chesterfield Parkway West
 Chesterfield, MO 63017-0760
Attn: *Grading Permit Application*

GRADING PERMIT APPLICATION

(PLEASE PRINT)

1. Applicant Name: _____

2. Applicant Address: _____

3. Applicant Phone #: _____ Email Address: _____

4. Emergency Contact: _____ Emergency Phone #: _____

Emergency Contact Email Address: _____

5. Type of Development:

New		Existing
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Industrial		Commercial		Residential
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6. Description of Proposed Project:

7. Location / Address of Proposed Project:

8. Site Area: _____ sq.ft. _____ ac. 8a. Area to be disturbed: _____ sq.ft. _____ ac.

9. Estimated Grading Quantity CUT/FILL (c.y.): _____ / _____ 10. Proposed Starting Date: _____

11. Estimated Project Duration: _____

All work shall be safeguarded and protected by the person causing the grading to be done to avoid all danger to life or limb. All backfilling, restoration, cleanup and other regulations shall be in accordance with Ordinances of the City of Chesterfield.

 Company Name

By: _____
 Applicant's Signature

 Printed Name

FOR OFFICE USE ONLY

12. Grading Permit No. _____ 13. Fee Collected \$ _____ 14. Surety Amount \$ _____

15. Army Corps of Engineers Approval: Yes _ Waived __ N/A _____